



JOB INFORMATION

Job Code	EH10B
Job Description Title	Coord II, Perf&Health Opt Ctr
Pay Grade	OP07
Range Minimum	\$40,930
33rd %	\$47,750
Range Midpoint	\$51,170
67th %	\$54,580
Range Maximum	\$61,400
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/12/2013

JOB FAMILY AND FUNCTION

Job Family:	Outreach Programs
Job Function:	Community Engagement

JOB SUMMARY

Coordinates and oversees the operations of the Kinesiology Performance and Health Optimization Center.

RESPONSIBILITIES

- Promotes and advertises activities associated with the Performance and Health Optimization Center to include assessments, summer camps, consulting, workshops, etc.
- Coordinates and organizes the scheduling of activities associated with the Performance and Health Optimization Center to include assessments, summer camps, consulting, workshops, etc. with Kinesiology faculty, students, staff, and other partners.
- Assists in the development of activities offered through the Performance and Health Optimization Center to include minor fund raising and other initiatives designed to develop and grow the Center's services.
- Incorporates and conducts stress reduction training programs for clients.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
----------------------------	---

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Kinesiology, Health & Physical Education or related field	And	2 years of	Experience in coordinating and developing performance and health services.	

Substitutions Allowed for Experience	Yes
<i>Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.</i>	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.

